
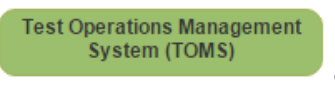
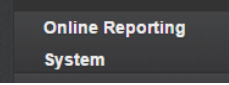
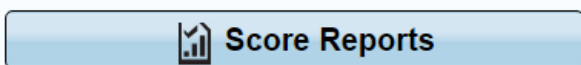




## Assessment Target Reports Quick Start Guide

Step	Action
1	<p><b>Access the Online Reporting System (ORS) either through (1) the ORS button on <a href="http://www.caaspp.org/">http://www.caaspp.org/</a> or (2) through the “ORS” tab in the Test Operations Management System (TOMS).</b></p> <ul style="list-style-type: none"> <li>Access by users with access to ORS.</li> </ul> <div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p>(1)</p>  </div> <div style="margin: 0 20px;">OR</div> <div style="text-align: center;"> <p>(2)</p>  </div> <div style="margin-left: 20px;"> <p>&amp;</p>  </div> </div>
2	<p><b>Log in to ORS.</b></p>
3	<p><b>Select your organization—either local educational agency (LEA) or school.</b></p> <ul style="list-style-type: none"> <li>User role determines access level.</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Welcome to the Online Reporting System</b>  <i>What are you interested in viewing?</i></p> <p>Select</p> <ul style="list-style-type: none"> <li>Acacia Elementary Charter (01285530000000)</li> <li>Academy of Arts and Sciences: Thousand Oaks &amp; Simi Valley (01270430000000)</li> <li style="background-color: #007bff; color: white;">Academy of Arts and Sciences: Thousand Oaks &amp; Simi Valley (01270430000000)</li> <li>Academy of Personalized Learning (01201700000000)</li> <li>Academy of Science and Engineering (01261850000000)</li> </ul> </div>
4	<p><b>Select the [Score Reports] button.</b></p> <ul style="list-style-type: none"> <li>Home page dashboard defaults to Smarter Balanced Summative Assessments and the 2015–2016 administration.</li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>
5	<p><b>Select the test, administration, and student status.</b></p> <p>Please click on the ‘Test Management Center’ link above to view participation reports.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Select Test and Year</b></p> <p>Test: <span style="border: 1px solid #ccc; padding: 2px;">Smarter Summative</span> ▼</p> <p>Administration: <span style="border: 1px solid #ccc; padding: 2px;">2015-2016</span> ▼</p> <p><input checked="" type="radio"/> Scores for students who were mine at the end of the selected administration</p> <p><input type="radio"/> Scores for my current students</p> <p><input type="radio"/> Scores for students who were mine when they tested during the selected administration</p> </div> <ul style="list-style-type: none"> <li>Tests listed include: Smarter Balanced Summative (English-language arts/literacy and mathematics), California Standards Test (CST) in Science, California Modified Assessment (CMA) in Science, California Alternate Performance Assessment (CAPA) in Science, and the Standards-based Tests in Spanish for Reading/Language Arts (STS RLA).</li> <li>Administrations listed include 2014-2015 and 2015-2016.             <ul style="list-style-type: none"> <li>If the 2014-15 administration is selected, the data are final as the administration is completed.</li> <li>If the 2015-16 administration is selected, the data provided are dependent upon the students who have completed testing. Caution is advised as the reports are dynamic (i.e., data updates nightly as student results are scored, and can change as students complete testing, and appears are processed.)</li> </ul> </li> <li>The default selection is the <b>Smarter Summative</b> for the <b>2015-2016</b> administration for <b>scores for students who were mine at the end of the selected administration.</b></li> </ul>



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	<ul style="list-style-type: none"><li>• ORS will generate the summary table with the number of students tested by content area.</li></ul>
6	<p><b>Select grade and content area to view.</b></p> <ul style="list-style-type: none"><li>• Note that the footnote persists in the score report pages regardless of what scores are being displayed.</li><li>• The target score footnote is at the very bottom.</li></ul>
7	<p><b>Select “Name”—either LEA or school.</b></p>
8	<p><b>From the pop-up box, select “Target” in Subject field.</b></p> <ul style="list-style-type: none"><li>• The Group field will default to “N/A” when Target is selected because it is reported at the entity level.</li><li>• The Admin field will default to “Current Admin,” which is what the user selected on the previous screen.</li></ul>
9	<p><b>Select the “View” button.</b></p>
10	<p><b>Screen view is as follows.</b></p> <ol style="list-style-type: none"><li>1. Top: Title of the page (Content area and target)</li><li>2. Test: Content area and grade</li><li>3. Year: Admin year selected</li><li>4. Name: Entity name selected (either roster name or school or district)</li><li>5. Legend</li><li>6. Target scores<ol style="list-style-type: none"><li>a. English language arts/literacy reports target scores for all four claims<ol style="list-style-type: none"><li>i. Reading</li><li>ii. Writing</li><li>iii. Listening</li><li>iv. Research/Inquiry</li></ol></li><li>b. Mathematics reports target scores for one out of three claims<ol style="list-style-type: none"><li>i. Concepts and Procedures</li></ol></li></ol></li></ol>